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~~CONFIDENTIAL~~

# REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Office Estimates

2. TYPE OF REPORT  
☒ STATISTICAL  
☒ NARRATIVE  
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA  
 PERSONNEL TRAINING  
 LOGISTICS SECURITY  
 MEDICAL ☒ FINANCE  
 ADMIN. GENERAL  
 OTHER (specify)

4. NO. OF COPIES PREPARED 8  
 5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual  
 6. DISTRIBUTION (No. of components not number of copies) 3

7. FORMAT (memorandum, form computer print-out, etc) Combination  
 8. ADP PROCESSING  
 YES IF YES GIVE ADP PROCESSING NO.  
☒ NO  
 9. DIRECTIVE AUTHORITY REQUIRING REPORT  
 O/PPB Instruction

10. PREPARING COMPONENT (include lowest level contributing information to report)  
 DD/Pers, OP/CMO, OP/B&F  
 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  
 Average Salary Rate by Fan Number

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-17	16.74		4		66.96		1		66.96
GS-11	6.30		120		756.00		1		756.00
GS-10	5.75		1		5.75		1		5.75
GS-06	3.51		5		17.55		1		17.55

### B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$846.26

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

See Item #9